



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN# 44-06**  
**CN# 14-06**

**MEMORANDUM**

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**To:** Health & Nutrition Program Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Unit

Holly Mueller, Program Director  
Arizona Department of Education, School Health & Nutrition Programs

Melissa Connor, Program Director  
Arizona Department of Education, Child and Adult Care Food Programs

**Date:** April 3, 2006

**RE:** Procurement Record-Keeping Requirements

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The purpose of this memo is to remind you of the requirements to maintain appropriate records for procurement transactions occurring in connection with the Child Nutrition Programs.

According to 7 CFR 210.9 (b)(17) and 7 CFR 3019 the Local Education Agency (LEA) shall retain their program-related records for a period of 3 years. The 3-year record retention period does not begin until the final contract renewal period has expired and/or the final payment is recorded, whichever occurs last.

In addition, actions such as bid protests, litigation, and audits may result in an extension of this 3-year record retention period. In all such cases, the records must be retained until: (1) the completion of the action and resolution of all issues arising from it; or (2) the expiration of the regular 3-year period, whichever occurs later.

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Adequate procurement methods are a prerequisite for receiving funds. If records generated during the performance of the award do not demonstrate compliance with applicable procurement requirements, several possible penalties may follow: disallowance of costs, annulment or termination of award, issuance of a stop work order, debarment or suspension, or other appropriate remedies.

If you have any questions or concerns regarding this memo, please contact the Health and Nutrition Administrative Services Officer, Brian Walsh at (602) 542-6208 or [bwalsh@ade.az.gov](mailto:bwalsh@ade.az.gov).